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| 2016 |  |
|  | Age: 29Sex: FemaleNationality: Greek (EU national)Languages: English & Nyanja UAE permit: Husband |

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|  | PROFILEA motivated & confident individual with exceptional people’s skills. Acquired international work experience in Europe & in Africa. Able to exhibit confidentiality, discretion, diplomacy & professionalism when dealing with directors, senior managers, work colleagues & clients.experienceLIMITED | PA 2009-2013 (Zambia)Reported directly to the Director.Renewal, company licenses & certificates.Handled government body visits to plant.Brand prompter in charity events.Built new relationships with suppliers & distributors.Handled official customer complaints.E GAS & PETROL | SECRETARY 2005-2009 (Greece)Scheduled appointments.Arranged meetings & arranged conference calls.Handle complaints & inquiries from government regulatory officials, engineers, scientists, & other oil & gas workers, as well as dealt with customers.Copying paperwork. Maintaining event calendars.INVESTMENT | INTERN 8 monthsHandled incoming & outgoing calls.Collected & distributed parcels with other mail.Made beverages & set out food for meetings.Upheld strong customer service standards for dress, greetings, phone calls, & expedient customer responseskills* Able to work in a team environment.
* Easily adapt new environment skills.
* Excellent communication skills.
* Able to liaise confidently with senior management.
* Exceptional customer service skills

Ability* Able to work shifts.

ACHIEVEMENT* Learned an African language (Nyanja).
* Cultivated an extraordinary level of customer loyalty through charity work with Star Search Kids©.
* Raised K10, 000 for Mr Zimba Foundation.
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Education

PENN FOSTER | High School with Early College Diploma

**First Name of Application CV No:** **1704804** **1704804**

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